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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Manpower Controls - DD/P Area

REFERENCE: Memorandum to DCI dtd 13 Sept. 54, subject above, from Chief, Inspection and Review

1. The apparent basic objective of the proposed plan contained in the reference is to establish a "pool" for processing and rotation. This Office has used such a plan for several years and found it very efficient; however, any proposed plan might well take advantage of the experience this Office has gained in formulating our present pool.

2. It is our belief that the "pool" should be on a permanent basis as the proposed transferring of money and slots would create a terrific continuing work-load and that the "pool" allotment should be unvouchered as the transfers from vouchered funds to unvouchered funds would create cover and processing problems.

3. Therefore, it is our recommendation that consideration be given to:

a. Establishing a single "pool" for DD/P and controlled by DD/P Admin using the slots and funds mentioned in the reference.

b. Allotment for this pool should be from unvouchered funds.

c. The control of personnel in the pool or who should be in the pool be from a monthly "In Casual" and "Out Casual" report to be furnished by the Office of Personnel.

d. DD/P Admin insuring that the appropriate Career Service Boards give priority action to the personnel slotted in the "pool" and that each component of DD/P be allocated an established percentage of the "pool" slots.

e. DD/P Admin coordinating with the AD/P in insuring that the Office of Personnel is receiving the information required to prepare a current "in and out" casual list.

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Assistant Director for Communications